

# TABE Guidance for Out-of-School-Youth

In situations where there is discrepancy between this guidance and local policy, the local policy should be heeded.

This guidance does not apply to In-School JAG.

## General Guidance

- Using TABE Online is recommended whenever possible.
- The Survey version of TABE is recommended for this cohort.
- Four function calculators may be used but only on the Applied Math subtest. For Math Computation a student may scratch paper but no calculator.
- Read the directions directly from the test directions booklet. This ensures consistency across programs, and minimizes chances of leaving vital information out of instructions delivered to students.
- If a student is co-enrolled in ABE, be sure to communicate with the ABE program regarding TABE tests. It may be the case that the youth program does not need to post-test the student if the ABE program is already doing so, and the student is showing the necessary gains. Communication between the programs is **vital** to reduce duplicative testing on a student.

## Pre-Testing

<u>Content Area</u>	<u>#Items</u>	<u>Testing Time</u>
<u>Reading</u>	25	:25
<u>Language</u>	25	:25
<u>Math Computation</u>	25	:15
<u>Applied Math</u>	25	:25
<u>Totals</u>	100	:90

- The Locator must be administered to all students. Use the results of the Locator as a *tool* to make an informed decision about what test level to administer to a student. The Locator provides a rough estimate as to what level the student should be assessed, but be sure to analyze the results to see if you think the suggested level is appropriate for the student.
- Testing may be split over multiple days. Allow plenty of time for students to take the test. Keep in mind that each sub-test must be completed in one sitting, but the different tests may be taken over several days. Remember to factor in set up time and everything else when you are planning for the TABE.
- It is required to have all youth pre-test scores in all tracking systems within 60 days of their enrollment. Plan ahead so you have plenty of time to enter scores after students have taken the assessment.

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- TABE 9 should be the Pre-Test form and TABE 10 should be the Post-Test form. Switching forms allows for students to be accurately assessed.

## Post-Testing

- It is not required to post-test youth who score 9.0 or higher on the pre-test. In many cases it may be pertinent to post-test a youth who is not BSD, such as a youth seeking a GED. However, it is not required to enter more scores into TrackOne after the student has achieved scores of 9.0 or higher in each subtest.
- Post-Testing should occur when students are most motivated to achieve. The idea is to test at such a time that optimizes gains. Remember that the post-test must be administered within one year of the first WIA service provided to the customer. A Post-Test should not be administered within 40 instructional hours of a Pre-Test.
- If a student shows significant gains during instructional hours, then you should consider post-testing the student at a higher level than he or she was Pre-Tested. Administering a test at a higher level for the Post-Test for students who do well will help to decrease invalid scores.

## Invalid Scores

Test Level	Content Grade Level Range	Grade Level Range for Valid Scores
Level L (Literacy)	0-1.9	0-3.9
Level E (Easy)	2.0-3.9	0-5.9
Level M (Medium)	4.0-5.9	2.0-7.9
Level D (Difficult)	6.0-8.9	4.0-10.9
Level A (Advanced)	9.0-12.9	7.0-12.9

- A student must score within the Valid Score Range in order to have an acceptable score. If a student sits for an assessment and receives a score that is outside the valid range, then the student must be re-tested in the sub-test in which he or she scored out of range.
- If the Total Math Score is within the valid range for the assigned level, then one of the sub-tests may be out of range. If only one Math sub-test is out of range, but the Total Math Score is in range, then the student does not need to be re-tested in Math. However, if the Total Math Score is out of range, then the student will need to be re-tested in both Math sub-tests in order to receive a Total Math Score.

More information and guidance can be found online at <http://www.in.gov/dwd/adultedadadmin/>.  
Soon, more pointed guidance will be available at <http://www.in.gov/dwd/youthservices/>.